

2004-05 SCHOOL CALENDARPart I ☐ Traditional Calendar☐ Year-round Calendar

District: _____

Schools: _____

JULY 2004					
M	T	W	T	F	S
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

AUGUST 2004					
M	T	W	T	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

SEPTEMBER 2004					
M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

OCTOBER 2004					
M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

NOVEMBER 2004					
M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30				

DECEMBER 2004					
M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

JANUARY 2005					
M	T	W	T	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

FEBRUARY 2005					
M	T	W	T	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28					

MARCH 2005					
M	T	W	T	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

APRIL 2005					
M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

MAY 2005					
M	T	W	T	F	S
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

JUNE 2005					
M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

2004-05 SCHOOL CALENDAR

District: _____

Part II

This certifies that the 2004-05 school calendar adopted by the local board of education is in compliance with KRS 158.060, 158.070, and 702 KAR 7:125, and meets all instructional time requirements.

A master schedule, showing instructional/non-instructional time, for each school has been approved by the local Board of Education and will be retained in the central office.

List below any dates of planned shortened school days, if any.

Show below the minimum amount of instructional time the board requires for all schools in the district.

Number of regular instructional days _____ **Instructional** time per regular day _____
Number of shortened instructional days _____ **Instructional** time per shortened day _____

Has the board approved additional instructional time beyond the required 1050 hours as banked time that may be used for the make up of time missed due to emergency/weather? Yes or No

Board Order # _____ **Date:** _____

KDE Use:	
_____	_____
Attendance	Date

GUIDELINES FOR DEVELOPING THE SCHOOL CALENDAR

PART I

Indicate whether a **Traditional** or **Year-Round** calendar.

Indicate the school month in the upper left corner of the first day of each school month. Twenty (20) school days or days in which teachers are actually employed in the schoolroom constitutes a school month (KRS 158.060).

Dates that have been designated for instruction are left unmarked. The minimum instructional term includes at least one hundred seventy-five (175) six (6) hour instructional days or it's equivalent (1,050 hours) over the school year as approved by the local board of education.

Indicate dates that have been designated **Holidays** in accordance with **KRS 2.110** and KRS 158.070(4)(c) with an "**H**". A maximum of four (4) days of the minimum school term may be designated as holidays. If the local board of education does not dismiss school for permissible holidays, the number of days of actual classroom instruction must be increased accordingly.

Martin Luther King Day must either be an "**X**" day or an "**H**" for one of the four (4) holidays. Schools **must** be closed on this day in accordance with KRS 158.070(6)(b).

Indicate dates that have been designated for **Professional Development** in accordance with KRS 158.070(4) with a "**P**".

Indicate **Opening** and **Closing** dates (activity planning) in accordance with KRS 158.070(4)(d) with an "**O**" and "**C**" respectively. Opening day must occur prior to the first instructional day and closing day must occur after completion of the instructional term (702 KAR 7:125).

The number of professional development, opening and closing (activity planning) and holidays in the minimum 185 day school term are as follows:

Professional Development	[KRS 158.070(4)]	4 days
Opening/Closing (Activity Panning)	[KRS 158.070(4)]	2 days
Holidays	[KRS 158.070(4)]	<u>4 days</u>
		10 days

The minimum school term is one hundred eighty-five (185) days. If the master schedules approved by the local board of education provide 1,050 hours of instruction in 170 days, the district must provide five (5) additional Professional Development or Planning days for teachers. In this case, indicate additional Professional Development with a "**P**" as you would other professional development days. If these days are additional Planning Days, indicate them with a "**G**".

Schools must be closed for a regular (November) election unless there is no election scheduled in your district. **November 2, 2004 is a Presidential election and all schools in Kentucky will be closed.**

Indicate dates that have been designated for the **make-up** of instructional time missed due to emergency in accordance with 702 KAR 7:125 with a **red "M"**. The number of days indicated must be equal to the greatest number of days missed over the past five (5) years.

If scheduled professional development days, holidays, opening and closing days are planned to be used as **make-up days**, these days must be built back into the school calendar and indicated with a **red "P"**, **"H"**, **"O"** or **"C"** respectively.

PART II

Shortened school days as approved by your local board of education should be noted in this part of the calendar form. The school day may not be shortened after the calendar has been approved except for emergency reasons (702 KAR 7:125).

The amount of instructional time for each school day (regular or shortened) must be shown.

You must state whether the board has approved the use of additional instructional time as banked time that may be used for the make up of days missed due to emergency or weather.

The board order number and date must be included on this part of the calendar form after local board approval. Calendars will not be accepted without this information.

SEEK funding will be adjusted proportionately for any district that does not provide the minimum 1,050 hours of instruction.

NOTE: You must complete a calendar for each school in your district that has different days of instruction from other schools. If all your schools have the same calendar then you only need to submit one (1) calendar for your district.